

## **BOY W-9 form Collection**

### **Instructions for completing the W-9 Form**

**For a W-9 form to be approved, please complete the following information on the form:**

- Full name
- Only check individual/sole proprietor
- Complete address (including city, state, and zip code)
- Provide only the social security number. Do not fill in the EIN boxes.
- Sign and date
- Check whether you are a US citizen
- Write your personal email address and phone number at the bottom of the page

**Please remember to always leave the business name blank.**

**Do not scratch anything out.**

**Give Form to the requester. Do not send to the IRS.**

**Email Address** \_\_\_\_\_